

## I. INTRODUCTION

This position is located in a Division of the Agricultural Marketing Service. AMS has responsibility for inspection and grading services, standardization, market news, regulatory programs, marketing agreements and orders, management services, and related programs assigned to the Agency.

The employee performs general clerical and typing assignments for an assigned organizational unit.

## II. MAJOR DUTIES

Types a variety of materials for the unit staff including memoranda, reports, letters, and other miscellaneous written material for which the incumbent is responsible for correct format, punctuation, spelling, grammar, etc.

Maintains a variety of files and records with responsibility for properly filing materials by subject matter.

Answers the phone and receives visitors, referring them to appropriate staff members.

Photocopies material for the office staff as necessary for completion of assignments.

## III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-2, 200 points

Skill in operating a manual or electric typewriter, and/or computer keyboard equipment, and a photocopier. A qualified typist is required.

Knowledge of grammar, spelling, capitalization, and punctuation needed to type a variety of material from rough draft and handwritten notes.

Knowledge of the basic office filing system in order to file documents, letters, forms etc., and obtain requested material from the files.

General knowledge of the organization and functions of the office in order to correctly route correspondence and direct callers and visitors to the appropriate person.

Factor 2. Supervisory Controls Level 2-1, 25 points

The supervisor issues detailed instructions with specific assignments. Work is reviewed in draft or in progress and upon completion for accuracy and conformance with original instructions.

Factor 3. Guidelines Level 3-1, 25 points

Specific written guidelines are available for reference purposes, including dictionaries, correspondence manuals, written office guidelines, and Agency, Department, Division, and Branch instructions. The employee is directed to the appropriate references to cover specific situations. All deviations from guidelines must be authorized by the supervisor.

Factor 4. Complexity Level 4-1, 25 points

Assignments are clear-cut and straightforward. No decisions are made regarding what needs to be done. Specific instructions are provided regarding the priority of assignments.

Factor 5. Scope and Effect Level 5-1, 25 points

The accuracy and timeliness of the completion of the assignments contributes significantly to the efficiency and effectiveness of the daily operations of the office. The incumbent produces typed material in the proper, error free, final form.

Factor 6. Personal Contacts Level 6-2, 25 points

Contacts are with employees in the organizational unit and office visitors and callers, and employees in other government agencies.

Factor 7. Purpose of Contacts Level 7-1, 20 points

Contacts are for the purpose of receiving assignments, taking and relaying messages, and directing callers and visitors.

Factor 8. Physical Demands Level 8-1, 5 points

The work is sedentary. There may be some walking, standing, bending, and carrying of light items, such as paper and books.

Factor 9. Work Environment Level 9-1, 5 points

The work is performed in an office setting.

**TOTAL POINTS** 355